

# **HOW TO AVOID HAVING YOUR APPLICATION RETURNED**

Dear Candidate: This is a time when you really need to pay attention to details. The following is a summary of some of the most common problems that cause an application to be RETURNED to the candidate:

This summary should be included in the candidate information bulletin.

## **Application:**

1. Application is NOT legible, NOT complete or Not accompanied with the proper fees:

- No picture
- Failed to acknowledge which exam he or she was applying for
- Did not include license number when applying for higher class of licensure.

Explanation: In accordance with Board Rules and Regulation Section 14.01: Applications, which are not complete, not legible, or are not accompanied by the required fee(s) shall not be accepted and shall be returned to the applicant.

## **School Form:**

- Candidate did not include a school certificate form with their application
- Candidate submitted an incomplete School certificate form
  - Notary missing
  - Back of school form missing or incomplete
- Candidate submitted and completed the wrong school certificate form with their application
  - Submitted master schooling using Journeyman/Technician education certificate form.
- Certificate of completion of education did not include one or more of the following
  - Date of completion
  - Hours of instruction
  - Program provided
  - Name of student
  - Signature of the evening Director.
  - Name of the approved school, college, employer or organization in accordance with Section 13 of 237 CMR

Explanation: Under the board's policy and procedures, applications, which do not include an approved education form; or a candidate whose education is submitted on the wrong form; or the education information is missing or does not meet the minimum required hours such form with the application shall not be accepted. Section 9 of the general laws of Massachusetts governs electricians and requires candidates to submit in writing an application for an electrician's license as to his experience or other qualifications.

Section 13 of 237 CMR sets the minimum education requirements as eligibility criteria for candidates to sit for examination, while Section 22 of 237 CMR provides the minimum course curriculum as a prerequisite to sit for such examination.

## **Work experience forms**

- Candidate did not include a work experience form
- Candidate documented their work experience incorrectly

- Incomplete
  - Dates missing
  - Job description blank
  - Wrong form

Explanation: Under the board's policy and procedures, applications, which do not include an approved work experience form with their application; or a candidate whose work experience is submitted on the wrong form; or the work experience information is incomplete or does not meet the minimum hours of supervised work experience with the application shall not be accepted. Section 9 of the general laws of Massachusetts governs electricians and requires candidates to submit in writing an application for an electrician's license as to his experience or other qualifications. While Section 13 of 237 CMR sets the minimum work requirements as eligibility criteria for candidates to sit for examination.

Please be aware that when your application arrives at the Board office, it is reviewed as quickly as possible, usually in a matter of days or weeks. We cannot wait for missing documentation. Your application will be RETURNED if it is missing documentation, which will create an unnecessary delay.

<b>It is in your best interests to make sure that your application is approved on FIRST review.</b>
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